

## Ridge Meadows Minor Hockey Association

Board Meeting Agenda – April 12, 2021

Location: Virtual via. Google Meet <https://meet.google.com/hqn-smms-rqp>

(Or dial: (CA) +1 647-733-3178 PIN: 601 576 653#)



### Old Business:

- **Motion by Nick DP to start the meeting, Kala seconded, carried**
- **Motion to amend the minutes of the March 29, 2021 meeting:**
  - Item 6 currently reads: *“Motion to approve/apply for the BC games grant for \$20,000.00 for the RMMHA Referee Program to be funded by the City of Maple Ridge by Andrew seconded by Chris carried”*
  - Motion to amend the minutes to change the amount from \$20,000 to \$25,580 for the BC Games Legacy grant. **Amelia motion, Dale seconded, Carried.**
- **Approval of March 29, 2021 minutes Nick motion, Dale seconded, carried**
- **Ice Coordinator update** - Jordan - Evelyn has agreed to the terms of her contract and signed her agreement.

### New Business:

- **Approval of payables** – Chris Sirovyak (outgoing Treasurer) **Nick motioned to approve payables as presented at \$8351.93, Dale seconded, carried.**
- Discussion of review of approved budget (attached in premail) deferred to the next meeting.
- **Board Meeting procedure review** - Amelia- went over roles and responsibilities of how Board meetings run. Jen will send a follow up email this week with details.
- **GM update** - Jordan - 7-30-90 day plan discussed (slides attached to minutes).
- **Ninja Forms** - Amelia/Jen - “Ninja Forms is a native integration with Wordpress, but they only give you the free version with limited functionality. I would like to get the 'personal' version of the app which costs \$49.50 USD a year. This could also be used for other forms we may need to collect throughout the season, as it gives a document upload option with the upgrade. Most importantly, it will provide for priority support”.
  - **Amelia motion, seconded by Brad, carried.**
- **Uniform/jersey motion (information sent previous)** – Dale - Recommendation is for Option 2, discussion followed.

- **Motion by Dale to replace red jerseys for the upcoming season with a value \$93.75 each for A and \$68.75 each for C for a maximum total of \$68,000. Kevin seconded. Carries.**
- **Liaison between RMMHA Board and the Retired Senior Hockey Club - Dale**
  - This group sponsors 2 players each year. They have sponsored the same two athletes for 5-7 years now.
  - **Jordan and Eryn to take over.**
- **Pitt Meadows Coaches' Room/office - Dale**
  - **Motion by Dale to sell three hockey lockers in the coaches' room @ \$75 each x 3. Second Derek. Carried.**
  - Renew lease for coaches' room (\$357/mo. on a 5 year lease)
    - New room will be in Ram Rink (red)
  - **Motion by Dale to renew lease for 5 years at \$357/mo. Seconded by Derek. Carried.**
- **H-program review – Devon - deferred to next meeting**
- **Committees - Jen - deferred to the next meeting.**
- **Board of Director roles (*job descriptions sent previous*) – Nick**
  - **Secretary + Communications Director - Brad Scott, seconded by Nick Davis, carried.**
  - **Treasurer - Derek Dudulec, seconded by Kala, carried.**
  - **Director of Managers + Volunteers - Sarah Bunten, seconded Dale, carried**
  - **Director of Coaching + Equipment Mgr - Dale Lupul, seconded by Derek carried**
  - **Social Media + Community Engagement - Nick Davis, seconded by Sarah, carried**
  - **Tournaments + Tournament Sponsorship - Kevin Roberts, seconded by Derek, carried**
  - **Sponsorship - Kala Raymond, seconded by Sarah, carried**
  - ***Motion for Jim Konowalchuk to assume the position of Risk Manager, based on previous conversations with Nick Dela Peruta, and provided he accepts the position. Seconded by Nick Davis. Carried***
- **Round Table**
  - Dale - Instagram content to be focused on the athletes.
  - Devon - H level - changes to ice time composition, particularly at U7 and U6 level. Increase the team feel.
    - Build on relationship with PCAHA
  - Brad - season planning meeting.
    - What worked well last season was a planning meeting mid-June
    - Will plan to do that again - COVID permitting
  - Peter - goalie gear inventory finished today

- Budgeted goalie gear spend is \$6000 for 2021/22 season, Peter estimates it may be closer to \$4000.
- **Motion to end the meeting at 8:50pm by Nick Dela Peruta, Seconded by Amelia, carried.**



# Upcoming

A Quick Overview the next 7/30/90 days



# 7 Days - Getting Settled

Learn the Business - Interviews with Key Contributors past and present

Identify Key Roadblocks

Items that require immediate action.

1. Coaching Applications - Advertise on website/social media/etc
2. Summer Camp Ice Bookings - Checking Clinic, U11 Pathway, Development Camps
  - a. [https://docs.google.com/spreadsheets/d/1ILPGBNKIVx66\\_vse1W9cYW-GYhPLN0IAQ\\_INmcZU0pU/edit#gid=0](https://docs.google.com/spreadsheets/d/1ILPGBNKIVx66_vse1W9cYW-GYhPLN0IAQ_INmcZU0pU/edit#gid=0)

'A' Program Evaluation Ice Booking

- Sample Schedule
  - <https://docs.google.com/spreadsheets/d/14HpTBWirovf2-TyYi7s52oeAdY3E0vAS/edit#gid=1382159566>



## 30 Days - Start to Build a Plan

Interview and Hire Key Coaches for next season

Grant Applications - ViaSport, Gaming Grant, Jumpstart

Present Identified GAPs to Board

Budget Meeting - Outline expectations and process with Treasurer

Review financial and prepare for audit

Develop staff reporting cadence

Build Task Tracking Sheet and Review with Key Stakeholders

Summer Camp Vendor bookings and open Summer Camp Registrations - Posted to website/social media, etc



# 90 Days - Shifting to Full Operation

Ice Allocation for the season - Development Ice, Tournament Ice

Season Plan Updates

Grants Update - Legacy Fund, ViaSport, Gaming Grant

Registration Process - Registration Open and Running

'A' Program Evaluations Policy/Procedure Updates - Update procedures and process to reflect our direction for RTO (Evaluation Committee Formed)

'A' Program Evaluation Vendor Bookings - Evaluators, On-ice vendors, Combine

Policy Updates

Strategic Planning in progress with both Cities